PLANNING & DEVELOPMENT DEPARTMENT

PREVAILING BUILDING LINE APPLICATION

	LOCATION			LOCATION EXAMPL	E
NW	N	NE	NW	N	NE
W		E	W	Canine Subdivision, Block 6 Block face applying for Prevailing Building Line Golden Retriever Ln. Block 7	E
SW	S	SE	\mathbf{SW}	S	SE
Lot nos.: Subdivision name: St. name & side: Block Address: dd/Even Addresses: PROJECT INFO.:		Census Tr	North 800 A Odd A	e Subdivision side of Golden Retriever Ln ddress Block Golden Retrie Addresses School Dist.:	ver Ln.
	тоу мар			_	
CONTACTS:				_	
pplicant: Address:			Phone:	Fax:	
Address:			Phone:State:	_	
Address: Other:				Fax:	
pplicant: Address: City: Other: Address:			State:	Fax: Fax: Fax: Fax: Fax: Zip:	/L BL

CITY OF HOUSTON

HOUSTON PLANNING COMMISSION

PLANNING & DEVELOPMENT DEPARTMENT

The requirements for the preservation of prevailing building lines are found in the Code of Ordinances, City of Houston, Sec. 42-163. Attached are copies of the **Prevailing Building Line Application Form**, a **Petition** sample, an **Evidence of Support** sample, a **Map/sketch** sheet and a **Map/sketch** example.

A completed application package shall include the information listed under item **4 SUBMITTAL REQUIREMENTS**. This package must be delivered to the Planning and Development Department, Development Services Division, on any working day during working hours.

Within ten (10) days of receipt of the completed application package, the director of the Planning and Development Department will notify in writing the property owners within the proposed special building line requirement area that an application has been received. Any owner of property wishing to protest against the establishment of the special building line application will have up to fifteen (15) days from the date of the notice letter to file a written protest with the Planning and Development Department.

Should the director approve the application he shall take the appropriate steps to refer the application to the city council.

Should the director not be able to approve the application he will promptly refer the application to the Planning Commission. Within thirty (30) days of the referral, the Planning Commission shall conduct a public hearing during a regularly scheduled Commission meeting regarding the application. The director shall give written notice to each owner of property within the proposed special building line requirement area of the pending public hearing.

The public may present comments in person or in writing at the public hearing. At the end of the public hearing, the Commission shall consider whether to recommend that the city council establish the special building line requirement area. If the Commission decides to recommend that the city council establish the special building line requirement area the director shall take the appropriate steps to refer the application to the city council. Should the Commission decide not to recommend the establishment of the special building line requirement area, the decision of the Commission shall be final.

To contact us:

Location

City of Houston Planning and Development Dept. Development Services 611 Walker Street, Sixth Floor

Telephone: 713-837-7701 **Fax:** 713-837-7926

Web site: www.houstonplanning.com

Mailing Address

City of Houston Planning and Development Dept. Development Services P. O. Box 1562 Houston, Texas 77251-1562

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PLANNING & DEVELOPMENT DEPARTMENT

PETITION SAMPLE

(Date)

I, (name of petitioner), owner of property within the proposed boundaries of the special building line requirement area, specifically, Block (\underline{xx}) , Lot (\underline{yy}) , of (name of subdivision), do hereby submit this petition as prescribed by the Code of Ordinances, City of Houston, Sec. 42-163. With this petition and other required information, I request to preserve the character of the existing blockface(s) for Block (\underline{xx}) , Lot(s) (\underline{yy}) in (name of subdivision) through the application of and creation of a special building line requirement area.

(Signature of petitioner)
(Printed name of petitioner)
Petitioner

PLANNING & DEVELOPMENT DEPARTMENT

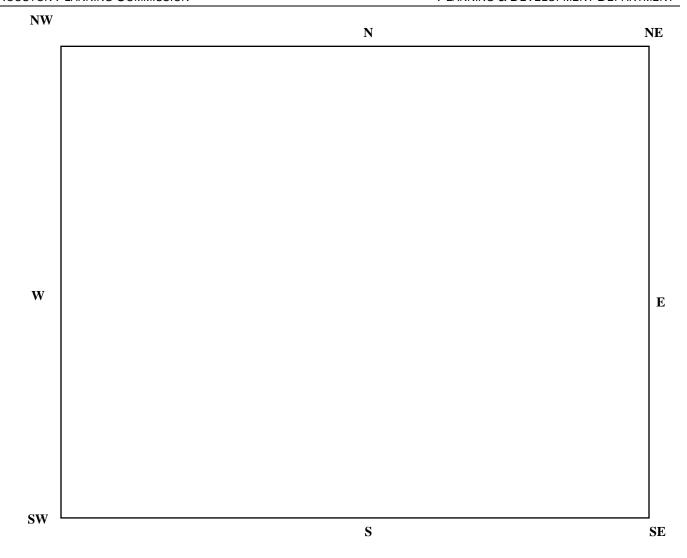
EVIDENCE OF SUPPORT SAMPLE

Listed below is evidence by the owners of property within the proposed boundaries of the special building line requirement area, or their authorized agent, who support the request to preserve the character of the existing blockface(s) for Blocks xx, Lot(s) xx in (name of subdivision) through the application of and creation of a special building line.

By signing this evidence of support, I hereby represent: (1) that I am the owner or the owner's authorized agent of the property with respect to which I have affixed my signature, and (2) I support the petition of (<u>name of petitioner</u>) to create a special building line requirement area for Block (xx), Lots (yy) in (name of subdivision).

Signature and Printed name	Address	Telephone	
Signature and Printed name	Address	Telephone	
Signature and Printed name	Address	Telephone	
Signature and Printed name	Address	Telephone	
Signature and Printed name	Address	Telephone	
Signature and Printed name	Address	Telephone	
Signature and Printed name	Address	Telephone	
Signature and Printed name	Address	Telephone	
Signature and Printed name	Address	Telephone	

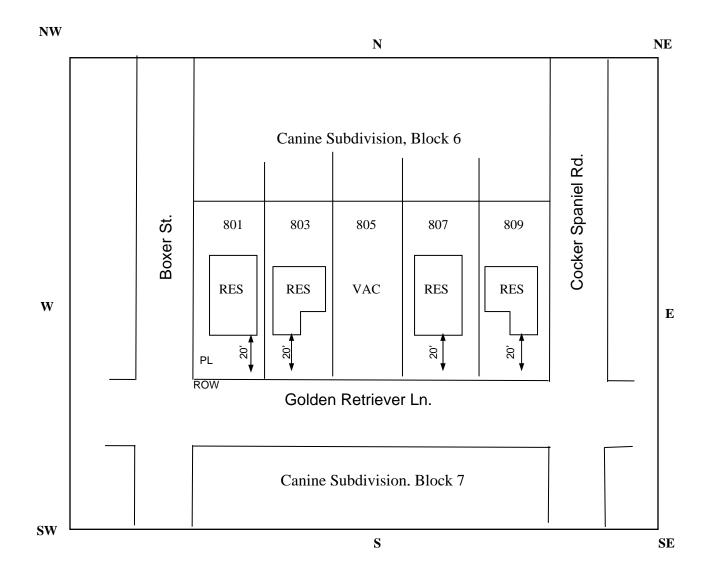
CITY OF HOUSTON



MAP/SKETCH

Map/sketch should look similar to the drawing shown on the application. Additional map/sketch information shall provide the address and land use for all lots within the proposed special building line requirement area.

On this map/sketch data for each lot within the proposed special building line requirement area shall show the distance from the front property line to each building on the lot. If there is not enough room to include all the blockfaces and information, additional MAP/SKETCH sheets can be added to the application so that the entire boundary is covered.



MAP/SKETCH SAMPLE

Map/sketch should look similar to the drawing shown on the application. Additional map/sketch information shall provide the address and land use for all lots within the proposed special building line requirement area.

Information for each lot within the proposed special building line requirement area shall be shown on the drawing that includes the distance from the front property line to each building on the lot and each lot's physical address number. If there is not enough room to include all the blockfaces and information, additional MAP/SKETCH sheets can be added to the application so that the entire boundary can be covered.

Sign Requirements

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The **applicant** is responsible for posting (2) signs within the boundary of the proposed prevailing Building Line area within 10 days of a complete application. The Planning and Deveopment Department will inform the applicant of a completed application to post signs. (See Sample Sign below). A sign (minimum size: 2' x 3') shall be placed within fifteen feet **from each right-of-way** bordering the site. Each sign shall face the R-O-W with print large enough to be legible from the ROW. The applicant is responsible for contacting staff once the signs are in place. The applicant shall use reasonable efforts to maintain the signs to the end of the process.

SAMPLE SIGN

3'- 0"

NOTICE OF PREVAILING BUILDING LINE AREA APPLICATION:

The Planning and Development Department has received an application for the establishment of a prevailing building line area (ordinance 42-163) for Golden Retriever (north side) between Boxer Street and Cocker Spanial Road.

Contact the Houston Planning and Development Department at (713) 837-7977 for information. Or applicant at 713 _____

2'-0"